

YORK COUNTY CLERK OF ORPHANS' COURT

VIDEO CONFERENCING PROCESS FOR VIRTUAL MARRIAGE LICENSE APPLICATIONS BEFORE THE CLERK OF ORPHANS' COURT AS AUTHORIZED BY ADMINISTRATIVE ORDER OF THE PRESIDENT JUDGE AND EMERGENCY ORDER OF THE PA SUPREME COURT

At his discretion, the Clerk of Orphans' Court or his staff is authorized, but not required, to use video conferencing and other technology to assist in the issuance of Marriage Licenses. This is not a guaranteed service and will be decided on a case-by-case basis and is reserved for residents of York County. The couple must have the ability to scan, e-mail, and print documents and have any technology to accept and communicate by video call, such as a smartphone or personal computer. York County Clerk of Orphans' Court uses Cisco Webex Meetings.

In order to proceed by video conferencing, the following steps must be taken:

1. E-file for your Marriage License online by following this link: [Start A New Marriage License Application](#). On this page you will find pertinent information concerning applying for a Marriage License. This page also contains the instructions and link to e-file for a Marriage License. Carefully read the instructions and follow the prompts for e-filing. You need to print your confirmation. Please write your telephone numbers and email addresses on the printed confirmation.
2. Prepare and photocopy the necessary documents. Photo identification must be presented by both applicants. A passport, driver's license, or state-issued ID are acceptable forms of identification. If married previously, each applicant must present their divorce decree from their most recent marriage or provide the exact date of death of their late spouse. If the applicant's name on the presented identification does not match the name on the divorce decree, proof of name change is required.
3. In advance of the video conference, the \$60 fee for the Marriage License application must be provided to the Clerk of Orphans' Court by check or money order, along with the printed confirmation and photocopied documents. Mail payment and information to the Clerk of Orphans' Court office or deliver to the Orphans' Court locked drop box inside the main entrance of the York County Judicial Center in a sealed envelope, addressed to the Clerk of Orphans' Court, and marked with return address.
4. After receiving your payment and all documents, a clerk will review the information and then call you to provide an appointment time for your video conference. The clerk will email you the link to the Cisco Webex Meeting.
5. At the scheduled appointment time, both applicants must be present during the video conference. Through the camera, each applicant must show identification and any of the documentation that had been previously submitted. Applicants must also be able to orient the camera so that it is possible for the clerk to view both of you taking the oath and signing the printed application, which will be emailed during the appointment. You will need to print the application and sign it on camera during the video conference.
6. The couple must then mail their original application to the Clerk of Orphans' Court office or deliver to the Orphans' Court locked drop box inside the main entrance of the York County Judicial Center in a sealed envelope, addressed to the Clerk of Orphans' Court, and marked with return address.
7. Once the completed application is received, the Clerk of Orphans' Court or his staff will issue the Marriage License. The Marriage License is valid after a three-day waiting period from the date it was issued. The Marriage License is valid for sixty days only.

Bryan K. Tate, Clerk of Orphans' Court
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